merSETA
MANUFACTURING, ENGINEERING AND RELATED SERVICES SETA

The Manufacturing, Engineering and Related Services Sector Education and Training Authority (merSETA) is a Schedule 3A public entity established in terms of the Skills Development Act (Act No. 97 of 1998) Registration Number 17/merSETA/01/04/20 to facilitate skills development for the Metal and Engineering, Motor Retail and Components Manufacturing, Automobile Manufacturing, Plastics Manufacturing and New Tyre Manufacturing Sectors Automotive Components Manufacturing Chamber.

EXTERNAL ADVERT

We have an excellent opportunity for the following professional to join Finance Division.

Specialist: Creditors (C4)
Reference Number: SC/HO/13/06/24
Salary Level (Min. to Mid): R518 016 – R630 161 per annum
FIXED-TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM
HEAD OFFICE

Purpose: The position is responsible to oversee the execution of financial creditors processes within merSETA. This involves addressing and resolving payment queries from stakeholders, provide guidance on financial and creditor-related matters, manage vendor relationships, supervise the accounts and payables department to ensure the prompt and accurate execution of requisitions, payments, and expenses processes aligned with financial policies, procedures and regulations.

Key Accountabilities and Responsibilities

The ideal candidate should be able to fulfill and perform the following key accountabilities and responsibilities:

- Ensure all creditors invoices and payments are prepared, processed and paid timely, accurately and aligned with policies, procedures and regulations
- Address and resolve payment queries escalated from stakeholders in a timely manner
- Guide and support to merSETA stakeholders on finance and creditor-related matters
- Manage vendor relationships and handle disputes related to payments
- Schedule payments for creditors and review and post batches compiled by Administrator: Creditors
- Supervise the creditors department to ensure prompt and accurate execution of requisitions, payments, and expense processes aligned with merSETA policies, procedures and regulations
- After being checked by administrators, review submissions of documentation for payment from merSETA departments to ensure compliance with the following: correct signatures, correct account allocation and accurate dates, sufficient available budget and invoice date stamped, payment milestone and commitment schedule submitted where applicable
- Establish and maintain a creditors reconciliation control sheet for documenting and monitoring the completion of reconciliations for all merSETA creditors

- Keep a comprehensive record of outstanding invoices for each supplier and regularly follow-up outstanding invoices
- Monitor and assess the age analysis of creditors to ensure regular clearance of outstanding balances and debit recovery
- Track and record monthly statistics, including the number of invoices processed, reconciliations performed, and total queries addressed
- On an annual basis submit a list of creditors where there has been no activity in the past 3 years to the manager for deactivation
- Collaborate with the bank controller to address outstanding creditor transactions and ensure clearance of all bank transactions
- Generate cost reports, review for completeness and misallocations, and display monthly expenditure
- Complete and sign the monthly journal checklist, ensuring all necessary transactions are processed by month-end
- Balance the creditors general ledger control account with the age analysis
- Assist the audit process by supplying auditors with essential creditor-related information
- Collaborate with other departments, such as procurement and finance, to ensure timely and accurate payment of invoices
- Adhere to month and year-end processes and deadlines for accounts payables
- Ensure invoices are accurate, tax compliant, and registered on CSD, maintaining proper record-keeping and tax compliance
- Prepare on a quarterly basis an accurate and reliable 30 day creditors report to monitor creditors performance for merSETA
- In collaboration with the manager develop and maintain creditors policies and procedures for merSETA
- Review budget cost codes and verify budget adequacy before processing payments
- Sound, effective, and efficient administration of all records and information including to enable easy accessibility, accuracy, and comprehensiveness of information.
- Ensure archiving of merSETA creditors documentation according to merSETA policies and procedures
- Train, develop, coach and supervise accounts staff, including setting performance goals and conducting performance evaluations

Qualifications, Experience, Knowledge and Skills

- NQF Level 6 in Accounting/Finance or related field
- NQF Level 7 will be advantageous
- Minimum of 5 years' experience in Creditors or within an Accounting/Finance environment
- Advanced Excel Skills is essential
- Public Sector experience is essential
- Information Gathering
- Problem Analysis
- Technical Skill and Competence
- Cross Functional Awareness
- Relationship Management
- Commercial Orientation
- Innovation

Offer

The merSETA offers a competitive salary package and an opportunity to work with a dynamic and diverse team. If you meet the requirements and are interested in this exciting opportunity, please submit your application for consideration.

CLOSING DATE: 13 JUNE 2024

The merSETA is an equal opportunity employer and preference will be given to suitably qualified Affirmative Action Candidates and People Living with Disabilities in line with the Employment Equity Plan. To apply for this opportunity, submit a fully completed job application form, a detailed curriculum vitae with three references, clearly quoting the Job Title and Reference Number as a subject in the email: **recruitment@merseta.org.za**

Only short-listed candidates will be contacted. Should you not be contacted within 2 months after the closing date, please know that your application was not successful.

The merSETA reserves the right not to make an appointment.